



EXAMINATION ANNOUNCEMENT

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

California State Government

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

STAFF COUNSEL Departmental Promotional

SALARY RANGE: \$3651 - \$7034

FINAL FILING DATE: April 21, 2003

HOW TO APPLY:

All applicants must submit an Examination Application, STD 678 no later than 5:00 p.m., April 21, 2003. Examination Applications postmarked, personally delivered, faxed, or received via interoffice mail after the final file date will not be accepted. Examination Application, STD 678 are available and must be filed with:

California Commission on Teacher Credentialing
Human Resources Section, Examinations (Fax) 916 324-6064
1900 Capitol Avenue
Sacramento, CA 95814-4213

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

**SPECIAL TESTING
ARRANGEMENTS:**

If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application, STD 678." You will be contacted to make specific arrangements.

**COMPETITION IS
LIMITED TO STATE
EMPLOYEES:**

Applicants must have a permanent civil service appointment with the California Commission on Teacher Credentialing or meet the provisions of Government Code Sections 18990, 18992, or 18993 as of the final filing date, in order to take this examination.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION:**

All applicants must meet the education and/or experience requirements for this examination by April 21, 2003, the final date.

Note: All Examination Applications, STD 678s/resumes must include "To" and "From" employment dates (month/day/year) and time base.

**MINIMUM
QUALIFICATION:**

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment. Applicants who are not members of the State Bar of California but who are eligible to take the California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to the State Bar.)

ALL COMPETITORS MUST SHOW THEIR LICENSE NUMBER, TITLE, AND EXPIRATION DATE ON THEIR APPLICATION. APPLICATIONS RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.

THE POSITION:

The Staff Counsel is a recruitment and developmental class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work of their department. Based upon the appropriate alternate range criteria, incumbents advance to Ranges B, C, and D and are assigned progressively more difficult professional legal work as their competence increases. Incumbents assigned to Range D independently perform professional legal work of average difficulty.

Positions with the California Commission on Teacher Credentialing are in Sacramento.

**EXAMINATION
INFORMATION:**

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. It is anticipated that interviews will be held during April/May 2003.

QUALIFICATIONS APPRAISAL - Weighted 100%

SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by qualify and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Legal research methods and performing research.
 - 2. Legal principles and their application.
 - 3. Scope and character of California statutory law and of the provisions of the California Constitution.
 - 4. Principles of administrative and constitutional law.
 - 5. Trial and hearing procedure and rules of evidence.
- B. Ability to:
 - 1. Perform research.
 - 2. Analyze, appraise, and apply legal principles, facts, and precedents to legal problems.
 - 3. Present statements of fact, law, and argument clearly and logically.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

STAFF COUNSEL
QA75-5778

FINAL FILING DATE: April 21, 2003
EXAMINATION CODE: 10140EB

4. Draft statutes.
5. Prepare correspondence involving the explanation of legal matters.
6. Analyze situations accurately and adopt an effective course of action.

ELIGIBLE LIST:

A Commission promotional eligible list will be established for the California Commission on Teacher Credentialing. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS:

Career credits do not apply.

VETERANS' PREFERENCE: Veterans' preference credit is **not** granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Commission on Teacher Credentialing, Human Resources Section at (916) 322-6199 two weeks after the final filing date if he/she has not received a progress notice.

For an examination without a written feature, it is the candidate's responsibility to contact the California Commission on Teacher Credentialing, Human Resources Section at (916) 322-6199, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Commission noted on the front.

If you meet the requirements stated on the front, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Commission on Teacher Credentialing reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examinations Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope which may be described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Policy of Nondiscrimination on the Basis of Disability and
Equal Employment Opportunity Statement

The California Commission on Teacher Credentialing does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Mary Butera, Director, Office of Human Resources, 1900 Capitol Avenue, Sacramento, CA 95814-4213, has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.

California Commission on Teacher Credentialing
Human Resources Section - 1900 Capitol Avenue
Sacramento, CA 95814-4213
Telephone (916) 322-6199

California Relay (Telephone) Service for the Deaf or Hearing-Impaired: (From TDD phones 1-800-342-5966) (From Voice phones 1-800-342-5833)

TDD is Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.